

I could also do it any time tomorrow

JEFF HOLMSTEAD

Partner

jeff.holmstead@bracewell.com

T: +1.202.828.5852 | F: +1.800.404.3970

BRACEWELL LLP

2001 M Street NW, Suite 900 | Washington, D.C. | 20036-3310

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From: Hupp, Sydney <hupp.sydney@epa.gov>

Sent: Wednesday, May 24, 2017 4:48 PM

To: Holmstead, Jeff

Subject: Meeting with Administrator Scott Pruitt

Good afternoon Mr. Holmstead,

I am reaching out from Administrator Pruitt's office to hopefully set up a meeting with you next week. I know you have a pretty full schedule so it might be a bit easier for us to find some time over the phone? Feel free to give me a call if you agree or if you know you have some open pockets of time please send my way and we can work to find one that fits.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

To: Hupp, Sydney[hupp.sydney@epa.gov]
From: Holmstead, Jeff
Sent: Tue 5/30/2017 6:29:55 PM
Subject: RE: Meeting with Administrator Scott Pruitt

That would actually be better for me. I will arrive by 1:15 to be sure I can get to your office by 1:30 on Thursday.

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Tuesday, May 30, 2017 1:46 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Subject: RE: Meeting with Administrator Scott Pruitt

Reaching back out with another request to change. Could we perhaps do Thursday instead now at 1:30PM? So sorry.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Holmstead, Jeff [mailto:jeff.holmstead@bracewell.com]
Sent: Thursday, May 25, 2017 10:28 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

Great. I will plan to get there by 11:30 to be sure I can get through security and up to your office before 11:45

Sent from my iPhone

On May 25, 2017, at 10:26 AM, Hupp, Sydney <hupp.sydney@epa.gov> wrote:

My apologies, I mean next Friday.

Sydney Hupp

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From: Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]

Sent: Thursday, May 25, 2017 10:24 AM

To: Hupp, Sydney <hupp.sydney@epa.gov>

Subject: Re: Meeting with Administrator Scott Pruitt

Do you mean tomorrow or the following Friday, June 1st?

I could do either one but want to be sure I have the right day on my calendar.

Sent from my iPhone

On May 25, 2017, at 9:37 AM, Hupp, Sydney <hupp.sydney@epa.gov> wrote:

Thank you! Could we do 11:45 on Friday?

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]
Sent: Thursday, May 25, 2017 8:44 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

I just left you a voice message but then thought that email might be easier for you. Here are the time slots that would work for me next week:

Tues (the 30th) Before 12:00 or after 2:00

Wed After 3:30

Thurs Before 10:00 or after 11:00

Friday Any time after 10:00

I could also do it any time tomorrow

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Sent: Wednesday, May 24, 2017 4:48 PM
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Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

To: Hupp, Sydney[hupp.sydney@epa.gov]
Cc: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Holmstead, Jeff
Sent: Fri 6/2/2017 3:55:32 PM
Subject: RE: Meeting with Administrator Scott Pruitt

If 1:00 is still available, let's do that. I was able to switch my meeting to the morning and I hate to switch it back.

I will look forward to meeting you on Monday!

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Friday, June 2, 2017 11:48 AM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting with Administrator Scott Pruitt

We might be able to do Monday morning now if that is helpful?

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Hupp, Sydney
Sent: Thursday, June 1, 2017 7:54 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

Thank you!

Sent from my iPhone

On Jun 1, 2017, at 7:23 PM, Holmstead, Jeff <jeff.holmstead@bracewell.com> wrote:

I will be in town on Monday but will need to see if I can reschedule another meeting. I will get back to you in the morning.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Thursday, June 1, 2017 7:14 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

Well, it's me again. How would 1PM on Monday work for you? I am so so so sorry.

Sent from my iPhone

On Jun 1, 2017, at 12:22 PM, Holmstead, Jeff <jeff.holmstead@bracewell.com> wrote:

I do follow the news, so I thought that the Administrator might be busy this afternoon. Tomorrow at 11:45 works for me.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Thursday, June 1, 2017 8:58 AM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

Perhaps at 11:45 on Friday?

Sent from my iPhone

On May 31, 2017, at 3:25 PM, Holmstead, Jeff <jeff.holmstead@bracewell.com> wrote:

No problem. I certainly understand. 2:00 tomorrow is great. I'll look forward to meeting you then.

From: Hupp, Sydney <hupp.sydney@epa.gov>
Sent: Wednesday, May 31, 2017 2:57 PM
To: Woodward, Cheryl; Holmstead, Jeff
Subject: RE: Meeting with Administrator Scott Pruitt

Jeff, I have to do it one more time. How about 2PM tomorrow instead of 1:30?
So sorry.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Woodward, Cheryl
Sent: Tuesday, May 30, 2017 3:28 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>; Holmstead, Jeff
<jeff.holmstead@bracewell.com>
Subject: RE: Meeting with Administrator Scott Pruitt

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, June 1st at 1:30 pm. The instructions/directions to EPA is below and if you have any questions please contact me. Look forward to seeing you all.

Directions: If you come by Metro, the Federal Triangle metro stop is directly below the building entrances. You would leave the metro station and go up all three sets of escalators from the train otherwise two escalators then do a small U-Turn to the left heading toward 12th street, the South Lobby entrance is directly and immediately to your right (Glass Doors -EPA Signified on Glass).

EPA address is 1200 Pennsylvania Avenue, NW. If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, **which is between Pennsylvania and Constitution Avenue**. It is almost exactly half way between the two avenues on with Federal Triangle Metro sign and Trump Hotel Towers side entrance can be used as a landmark. From 12th Street, facing the building with the EPA and American flags, walk toward the building (under the flags) and take the glass door on your left hand side with the escalators going down to the metro on your left. This again will be the **South Lobby of the William Jefferson Clinton building**.

Once inside the building, security will prompt you to scan all items such as bags, coats etc., and then let the guards know that you were instructed to call Cheryl Woodward at 564-1274 or Michelle Hale at 564-1430 to escort you to the meeting with the Administrator. Security will make temporary cards for everyone. Allow for 15 minutes to get through the process.

From: Hupp, Sydney
Sent: Tuesday, May 30, 2017 2:45 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting with Administrator Scott Pruitt

Great. Thank you so much! Looping in Cheryl to provide directions for the day of.

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

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JEFF HOLMSTEAD

Partner

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Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

To: Hupp, Sydney[hupp.sydney@epa.gov]
Cc: Jackson, Ryan[jackson.ryan@epa.gov]
From: Stanko, Joseph
Sent: Fri 5/19/2017 5:36:50 PM
Subject: RE: Meeting Request

Sidney:

Would it be possible for you to let me know if the June 2nd or June 5th would work for Administrator Pruitt? Mr. Ziemba is happy to work with other dates, but if the June 2nd and 5th are off the table, it will be helpful to know for other scheduling needs.

Thanks for all your assistance.

Joe



Joseph Stanko

Partner

jstanko@hunton.com

p 202.955.1529

[bio](#) | [vCard](#)

Hunton & Williams LLP
2200 Pennsylvania Avenue, NW
Washington, DC 20037

hunton.com

From: Stanko, Joseph
Sent: Monday, May 15, 2017 5:50 PM
To: 'hupp.sydney@epa.gov'
Cc: Ryan Jackson (jackson.ryan@epa.gov)
Subject: FW: Meeting Request

Dear Sydney:

I would like to request a meeting with the Administrator for Larry Ziemba, Executive Vice President, Refining, for Phillip 66. Larry has responsibility for the company's refining operations and serves in a leadership position with the American Fuels and Petrochemical Manufacturers Association. He has been working with other refiners and the Auto industry regarding the potential for higher octane fuels and other forward looking fuels issues. A brief bio is set forth below.

Larry is currently scheduled to be in D.C. on Friday June 2nd and Monday June 5th. If those days would not work with the Administrator's schedule, he is happy to work with other days that would be more convenient for Administrator Pruitt.

Lawrence (Larry) M. Ziemba is executive vice president, Refining, for Phillips 66, a diversified energy manufacturing and logistics company. He has 35 years of experience in the oil and gas industry. Before joining Phillips 66 in May 2012, Ziemba previously worked for ConocoPhillips as president, Global Refining, a role he took on after serving as president, U.S. Refining, since 2003. He first joined Phillips Petroleum in 2001 after its acquisition of Tosco and was in charge of handling the integration of the refining operations during the merger with Conoco. Originally from Chicago, he started his career at Unocal's Chicago refinery in 1977. In 1988, he moved to Unocal's Los Angeles corporate headquarters as manager of planning/business development for its downstream business. In 1991, he managed the acquisition of Shell's Carson refinery and subsequently integrated the asset into Los Angeles operations. In 1997, Ziemba joined Tosco as they acquired Unocal's downstream business. In 1999, he was named vice president of Tosco's three San Francisco area refineries. In 2000, he was assigned to handle the acquisition and takeover of the Wood River refinery. He has held a number of industry and community leadership positions including board positions with American Fuels and Petrochemical Manufacturers Association, WRB Refining LP and the Western States Petroleum Association. Ziemba earned a bachelor's degree in mechanical engineering from the University of Illinois-Champaign in 1977 and a Master of Business Administration degree from the University of Chicago in 1985.

Thank you for your consideration,

Joe Stanko



Joseph Stanko

Partner

jstanko@hunton.com

p 202.955.1529

[bio](#) | [vCard](#)

Hunton & Williams LLP
2200 Pennsylvania Avenue, NW
Washington, DC 20037

hunton.com

To: Keith, Jennie[Keith.Jennie@epa.gov]; DeLaquil, Mark[mdelaquil@bakerlaw.com]
Cc: Hupp, Sydney[hupp.sydney@epa.gov]; GWebster@bgcgw.org[GWebster@bgcgw.org]
From: Stanley, Trevor M.
Sent: Thur 5/18/2017 10:45:05 PM
Subject: RE: ETHICS QUESTIONS for EPA Administrator's Attendance at Boys & Girls Club Event

Hi Jennie,

1) For total attendance:

a. For kids, probably 6 members of the Keystone Club will attend. These are teens from 14-18 who participate in a full-on leadership development experience, and they just secured an award for helping to develop the #1 youth and character development program in the Country. Having them meet the Administrator and attend the game is a reward for an awesome job. In addition, Gabrielle Webster (7), our new CEO will attend, Jim Almond (8), the former CEO will attend, probably a board member from HSBC will attend (9), and another board member (10) (potentially an accounting firm partner or the Board Chair, who works at CareFirst). We will also invite the teen director, LeVar Jones (11). <http://www.bgcgw.org/2016/02/meet-mr-levar-fbrs-inspired-teen-director/> That puts us at 11. The suite can hold 28, so we would have Mr. Pruitt and members of his team (I assume that would be no more than three people total). The remaining 14 spots would then go to donors to the Clubs. We thought an approximate even split made the most sense, but please let me know if a different ratio would be better—we would be happy to have more donors and the board members might be more than willing to give up their seat!

b. We are only honoring Mr. Pruitt, but we plan to honor other administration officials in the future.

c. Donors will come from a wide range of companies, and the invitations do not target a specific industry.

2) Run of show and donor commitments were not finalized. Here is what we use for our annual Tim Russert Congressional Dinner http://d251mkhdpuavfd.cloudfront.net/wp-content/uploads/2016/07/TRCD2017-FactSheet_PledgeForm.pdf We are accepting contributions if you are interested! Could you please send me your parameters on how to advertise the Administrator's presence? BGCGW will redo its forms to match your guidelines.

3) For that game on the 25th, the most expensive ticket available for purchase is \$370 for the Delta Sky360 Club. I believe the Nats use dynamic pricing, so once we lock down a new date, I will have to provide a revised figure.

I believe these responses answer all of your questions, but please feel free to call me at 202-861-1551 to discuss. Or I can put you directly in touch with Gabrielle.

The clubs would like to replicate this model with different administration officials and different companies as the donors in the future, so I am very happy to answer any questions you have. We are always in favor of doing things the correct and compliant way.

Trevor

From: Keith, Jennie [mailto:Keith.Jennie@epa.gov]
Sent: Thursday, May 18, 2017 11:58 AM
To: Stanley, Trevor M.; DeLaquil, Mark
Cc: Hupp, Sydney; GWebster@bgcgw.org
Subject: RE: ETHICS QUESTIONS for EPA Administrator's Attendance at Boys & Girls Club Event

Dear Mark and Trevor,

Thank you very much for this information.

The EPA's Scheduling Office also forwarded your recent note from May 17 suggesting to reschedule the event.

In any case, to continue considering the Administrator's attendance at the May 24 event or any similar event in the future (one hosted at the ballpark), the information you provided prompts these follow up questions:

- 1) How many people do you anticipate to be in attendance? Your note below suggests a minimum of 20 (only counting Club-affiliated staff and kids). But with donors, your law firm, and Club officers (management and board trustees), and any other "honorable" guests, it seems that the minimum I noted above is a bit of an underestimate. Of those in attendance, how many donors do you expect to be present? Also, I expect that donors come from a broad range of companies from the DC area (rather than a targeted industry, etc.), correct? If you have invited and confirmed any other "honorable" guests, please let me know that information as well.
- 2) If you have a program listing of donors and the run of show, that would be helpful to review. A copy of the donor letter would be great, too.
- 3) I really do need to have a dollar figure of the cost/person. From my initial email below, to determine this cost, "If there is no ticketing for the event, would you please provide a cost estimate/person of the expenses your firm incurred to sponsor the event? Please follow the guidelines in this advisory from the Office of Government Ethics (see first full paragraph on page 3)." We need this figure for gift reporting purposes.

Also, based on your note attached to your May 17 email, should EPA be able to confirm the Administrator for this event or any similar event in the future, the host of the event would have to follow our parameters on how it could communicate/advertise the Administrator's presence at the event.

Again, I apologize for the nosiness of these questions. This event implicates the gifts and fundraising rules of government ethics regulations which is why it's a bit complicated – hence the questions.

Many thanks!

Jennie for EPA Ethics

202-564-3412

Jennie Keith | Ethics Officer | Office of General Counsel | US EPA | Mail Code 2311A | Room 4313 North, William Jefferson Clinton Federal Building | Washington, DC 20460 (for ground deliveries, use 20004 for the zip code) | phone 202-564-3412 | fax 202-564-1772

From: Stanley, Trevor M. [<mailto:tstanley@bakerlaw.com>]
Sent: Friday, May 12, 2017 6:39 PM
To: DeLaquil, Mark <mdelaquil@bakerlaw.com>
Cc: Keith, Jennie <Keith.Jennie@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>;
GWebster@bgcgw.org
Subject: Re: ETHICS QUESTIONS for EPA Administrator's Attendance at Boys & Girls Club Event

Hi Jennie,

Looping in the CEO of the Boys & Girls Clubs, Gabrielle Webster. Gabrielle is new this week, and she is fabulous!

Baker Hostetler is donating the suite and all food to the Boys & Girls Clubs, and the invitation is solely from the former CEO, Jim Almond, and the organization. The clubs have chosen to use the suite in this manner without influence from any lobbying interests, BakerHostetler, or any of the event donors. Generally the Boys and Girls Clubs have used the suite in the past for Board retreats, but given a precarious financial situation, the clubs determined a fundraising event would be a better use of the suite this year.

The Boys & Girls Clubs of Greater Washington is raising funds by reaching out to potential sponsors to donate between \$5,000 to \$10,000 to the clubs. At the moment we are attempting to recruit donors and we will be happy to provide a copy of the donor letter if that would be helpful. There will be a program listing the key donors and the run of show.

We are also having 6-8 kids from the Clubs in attendance (it's a school night, so that's why we have a range). Gabrielle will also attend, along with board members of the organization and 1-2 staff members from the clubs. We plan to have an opportunity for the kids to speak with Mr. Pruitt and have their photo taken with him.

The Administrator is not required to give a speech, but we hope he will. Generally when we conduct these types of fundraising events, the CEO thanks all of the donors for coming and explains about the missions of the clubs and the role they play in keep kids in DC safe. The Clubs focus on a mission to enable all young people, especially those who need us most, become productive, caring, responsible citizens. The secondary goal is to help Gabrielle begin to meet donors who care about our organization and to meet officials who do as well. We have employed a similar fundraising mode at our Tim Russert Congressional dinner for years, and we have had wonderful success. Then Gabrielle would introduce Mr. Pruitt, and he would then say a few words about the Clubs and the club kids.

Please let me know if you need anything else, and I am happy to put you on the phone with Gabrielle.

Sincerely,

Trevor Stanley

On May 12, 2017, at 5:00 PM, DeLaquil, Mark <mdelaquil@bakerlaw.com> wrote:

Thanks for touching base Jennie. I am copying Trevor Stanley of my law firm as I think he is the best person to answer these questions. Have a great weekend.

Sent from my iPhone

On May 12, 2017, at 5:42 PM, Keith, Jennie <Keith.Jennie@epa.gov> wrote:

Hi Mark,

I provide ethics advice to EPA Administrator Pruitt, and I have a few nosy questions I need

to ask before his Scheduling Office can get back to you.

You mention that this is a fundraiser. Is the Boys and Girls Club selling “tickets” to the event? If so, what are the ticket prices/scheme? If there is no pricing, how is the host raising funds?

Are there any obligations of the host’s special guests? Does the host expect them to have any active or visible role in the promotion, production, or presentation of the event such as standing in a reception line, speaking (e.g., mc’ing)?

If there is no ticketing for the event, would you please provide a cost estimate/person of the expenses your firm incurred to sponsor the event? Please follow the guidelines in this advisory from the Office of Government Ethics (see first full paragraph on page 3).

I need confirmation that you are authorized by the Boys & Girls Club to extend this invitation upon its behalf and that the invitation is indeed from the host of the event. The invitation attachment appears that way; however, because you are a federally registered lobbyist (the law firm) and the President’s Ethics Pledge prohibits political appointees from receiving gifts from lobbyists, I need to be sure that the host of the organization is actually issuing the invitation, not the underwriter of the event.

Thank you for entertaining my questions!

Sincerely,

Jennie for EPA Ethics

202-564-3412

From: DeLaquil, Mark [<mailto:mdelaquil@bakerlaw.com>]
Sent: Thursday, May 11, 2017 8:19 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: Boys & Girls Club Event

Dear Sydney,

I hope all is well. I have attached an invitation from the Boys & Girls Club inviting Administrator Pruitt to attend a fundraiser at the Washington Nationals' game on May 24 as an honored guest. Our law firm is a long-time supporter of the Boys & Girls Club, which does great work for the children of the Washington area. Please let me know if Mr. Pruitt will be able to attend or if you need additional information.

Best regards,

Mark

Mark DeLaquil
Partner

<image007.jpg>
Washington Square
1050 Connecticut Ave, N.W. | Suite 1100
Washington, DC 20036-5304
T +1.202.861.1527

mdelaquil@bakerlaw.com
bakerlaw.com

<image008.jpg><image009.jpg>

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To: Stanley, Trevor M.[tstanley@bakerlaw.com]; DeLaquil, Mark[mdelaquil@bakerlaw.com]
Cc: Hupp, Sydney[hupp.sydney@epa.gov]; GWebster@bgcgw.org[GWebster@bgcgw.org]
From: Keith, Jennie
Sent: Thur 5/18/2017 3:58:29 PM
Subject: RE: ETHICS QUESTIONS for EPA Administrator's Attendance at Boys & Girls Club Event

Dear Mark and Trevor,

Thank you very much for this information.

The EPA's Scheduling Office also forwarded your recent note from May 17 suggesting to reschedule the event.

In any case, to continue considering the Administrator's attendance at the May 24 event or any similar event in the future (one hosted at the ballpark), the information you provided prompts these follow up questions:

- 1) How many people do you anticipate to be in attendance? Your note below suggests a minimum of 20 (only counting Club-affiliated staff and kids). But with donors, your law firm, and Club officers (management and board trustees), and any other "honorable" guests, it seems that the minimum I noted above is a bit of an underestimate. Of those in attendance, how many donors do you expect to be present? Also, I expect that donors come from a broad range of companies from the DC area (rather than a targeted industry, etc.), correct? If you have invited and confirmed any other "honorable" guests, please let me know that information as well.
- 2) If you have a program listing of donors and the run of show, that would be helpful to review. A copy of the donor letter would be great, too.
- 3) I really do need to have a dollar figure of the cost/person. From my initial email below, to determine this cost, "If there is no ticketing for the event, would you please provide a cost estimate/person of the expenses your firm incurred to sponsor the event? Please follow the [guidelines](#) in this advisory from the Office of Government Ethics (see first full paragraph on page 3)." We need this figure for gift reporting purposes.

Also, based on your note attached to your May 17 email, should EPA be able to confirm the Administrator for this event or any similar event in the future, the host of the event would have to follow our parameters on how it could communicate/advertise the Administrator's presence at the event.

Again, I apologize for the nosiness of these questions. This event implicates the gifts and fundraising rules of government ethics regulations which is why it's a bit complicated – hence the questions.

Many thanks!

Jennie for EPA Ethics

202-564-3412

Jennie Keith | Ethics Officer | Office of General Counsel | US EPA | Mail Code 2311A | Room 4313 North, William Jefferson Clinton Federal Building | Washington, DC 20460 (for ground deliveries, use 20004 for the zip code) | phone 202-564-3412 | fax 202-564-1772

From: Stanley, Trevor M. [mailto:tstanley@bakerlaw.com]
Sent: Friday, May 12, 2017 6:39 PM
To: DeLaquil, Mark <mdelaquil@bakerlaw.com>
Cc: Keith, Jennie <Keith.Jennie@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; GWebster@bgcgw.org
Subject: Re: ETHICS QUESTIONS for EPA Administrator's Attendance at Boys & Girls Club Event

Hi Jennie,

Looping in the CEO of the Boys & Girls Clubs, Gabrielle Webster. Gabrielle is new this week, and she is fabulous!

Baker Hostetler is donating the suite and all food to the Boys & Girls Clubs, and the invitation is solely from the former CEO, Jim Almond, and the organization. The clubs have chosen to use the suite in this manner without influence from any lobbying interests, BakerHostetler, or any of the event donors. Generally the Boys and Girls Clubs have used the suite in the past for Board retreats, but given a precarious financial situation, the clubs determined a fundraising event would be a better use of the suite this year.

The Boys & Girls Clubs of Greater Washington is raising funds by reaching out to potential sponsors to donate between \$5,000 to \$10,000 to the clubs. At the moment we are attempting to recruit donors and we will be happy to provide a copy of the donor letter if that would be helpful. There will be a program listing the key donors and the run of show.

We are also having 6-8 kids from the Clubs in attendance (it's a school night, so that's why we have a range). Gabrielle will also attend, along with board members of the organization and 1-2 staff members from the clubs. We plan to have an opportunity for the kids to speak with Mr. Pruitt and have their photo taken with him.

The Administrator is not required to give a speech, but we hope he will. Generally when we conduct these types of fundraising events, the CEO thanks all of the donors for coming and explains about the missions of the clubs and the role they play in keep kids in DC safe. The Clubs focus on a mission to enable all young people, especially those who need us most, become productive, caring, responsible citizens. The secondary goal is to help Gabrielle begin to meet donors who care about our organization and to meet officials who do as well. We have employed a similar fundraising mode at our Tim Russert Congressional dinner for years, and we have had wonderful success. Then Gabrielle would introduce Mr. Pruitt, and he would then say a few words about the Clubs and the club kids.

Please let me know if you need anything else, and I am happy to put you on the phone with Gabrielle.

Sincerely,

Trevor Stanley

On May 12, 2017, at 5:00 PM, DeLaquil, Mark <mdelaquil@bakerlaw.com> wrote:

Thanks for touching base Jennie. I am copying Trevor Stanley of my law firm as I think he is the best person to answer these questions. Have a great weekend.

Sent from my iPhone

On May 12, 2017, at 5:42 PM, Keith, Jennie <Keith.Jennie@epa.gov> wrote:

Hi Mark,

I provide ethics advice to EPA Administrator Pruitt, and I have a few nosy questions I need to ask before his Scheduling Office can get back to you.

You mention that this is a fundraiser. Is the Boys and Girls Club selling “tickets” to the event? If so, what are the ticket prices/scheme? If there is no pricing, how is the host raising funds?

Are there any obligations of the host’s special guests? Does the host expect them to have any active or visible role in the promotion, production, or presentation of the event such as standing in a reception line, speaking (e.g., mc’ing)?

If there is no ticketing for the event, would you please provide a cost estimate/person of the expenses your firm incurred to sponsor the event? Please follow the [guidelines](#) in this advisory from the Office of Government Ethics (see first full paragraph on page 3).

I need confirmation that you are authorized by the Boys & Girls Club to extend this invitation upon its behalf and that the invitation is indeed from the host of the event. The invitation attachment appears that way; however, because you are a federally registered lobbyist (the law firm) and the President’s Ethics Pledge prohibits political appointees from receiving gifts from lobbyists, I need to be sure that the host of the organization is actually

issuing the invitation, not the underwriter of the event.

Thank you for entertaining my questions!

Sincerely,

Jennie for EPA Ethics

202-564-3412

From: DeLaquil, Mark [<mailto:mdelaquil@bakerlaw.com>]
Sent: Thursday, May 11, 2017 8:19 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: Boys & Girls Club Event

Dear Sydney,

I hope all is well. I have attached an invitation from the Boys & Girls Club inviting Administrator Pruitt to attend a fundraiser at the Washington Nationals' game on May 24 as an honored guest. Our law firm is a long-time supporter of the Boys & Girls Club, which does great work for the children of the Washington area. Please let me know if Mr. Pruitt will be able to attend or if you need additional information.

Best regards,

Mark

Mark DeLaquil
Partner

<image007.jpg>

Washington Square
1050 Connecticut Ave, N.W. | Suite 1100
Washington, DC 20036-5304
T +1.202.861.1527

mdelaquil@bakerlaw.com
bakerlaw.com

<image008.jpg><image009.jpg>

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VIA E-MAIL

TO: The Honorable Scott Pruitt
Administrator

FROM: United States Environmental Protection Agency
Gabrielle Webster
Chief Executive Officer and President
Boys & Girls Clubs of Greater Washington

DATE: May 17, 2017

SUBJECT: Fundraiser at the Washington Nationals Ballpark

Thank you for your willingness to participate in a fundraiser for the Boys & Girls Clubs of Greater Washington ("BGCGW"). We continue to work with your officer for Ethics at the Environmental Protection Agency, but we have not been able to secure approval from that department at this time.

Given this delay, our organization would like to reschedule this event to a date in the future that is mutually agreeable to you and your staff. By rescheduling this event, we believe your staff will better be better able to prepare you for the event, and BGCGW will have an opportunity to invite potential donors with the ethics approval in hand.

Thank you for your efforts to support the 15,000 youth in Washington, D.C. Our kids are excited to meet you and to honor your commitment to our clubs. Personally, I am honored you would consider our request, and we hope that we can work out a mutually agreeable date with your staff in the near future.

To: Wehrum, William L.[wwehrum@hunton.com]
Cc: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Thur 6/8/2017 8:16:02 PM
Subject: RE: Meeting with Administrator Pruitt

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Wehrum, William L. [mailto:wwehrum@hunton.com]
Sent: Thursday, June 8, 2017 4:09 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Sure, no problem at all.

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Thursday, June 08, 2017 4:06 PM
To: Wehrum, William L.
Cc: Woodward, Cheryl
Subject: RE: Meeting with Administrator Pruitt

Good afternoon Mr. Wehrum,

Could we perhaps please move this meeting to 4PM on the 19th instead? Sincere apologies for

the change.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Hupp, Sydney
Sent: Tuesday, June 6, 2017 11:04 AM
To: 'Wehrum, William L.' <wwehrums@hunton.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Great! We will plan to see you then.

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Wehrum, William L. [<mailto:wwehrums@hunton.com>]
Sent: Tuesday, June 6, 2017 10:14 AM

To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

That time works well. Thanks.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, June 06, 2017 9:10 AM
To: Wehrum, William L.
Subject: RE: Meeting with Administrator Pruitt

How about Monday, the 19th, at 9:45AM?

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Wehrum, William L. [<mailto:wwehrums@huntington.com>]
Sent: Tuesday, June 6, 2017 8:57 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hi Sydney. I am available any time Monday and Wednesday. I also am available Thursday morning. If those times are not convenient for the Administrator, I will adjust my schedule to fit his availability.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]

Sent: Tuesday, June 06, 2017 8:39 AM
To: Wehrum, William L.
Subject: Meeting with Administrator Pruitt

Good morning Mr. Wehrum,

Ryan let me know that we are looking to hopefully capture another hour of your time this month for you to talk with the Administrator. Do you have much availability the week of June 19?

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

To: Wehrum, William L.[wwehrum@hunton.com]
Cc: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Thur 6/8/2017 8:06:09 PM
Subject: RE: Meeting with Administrator Pruitt

Good afternoon Mr. Wehrum,

Could we perhaps please move this meeting to 4PM on the 19th instead? Sincere apologies for the change.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Hupp, Sydney
Sent: Tuesday, June 6, 2017 11:04 AM
To: 'Wehrum, William L.' <wwehrum@hunton.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Great! We will plan to see you then.

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Wehrum, William L. [<mailto:wwehrum@hunton.com>]
Sent: Tuesday, June 6, 2017 10:14 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

That time works well. Thanks.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, June 06, 2017 9:10 AM
To: Wehrum, William L.
Subject: RE: Meeting with Administrator Pruitt

How about Monday, the 19th, at 9:45AM?

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Wehrum, William L. [<mailto:wwehrum@hunton.com>]
Sent: Tuesday, June 6, 2017 8:57 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hi Sydney. I am available any time Monday and Wednesday. I also am available Thursday morning. If those times are not convenient for the Administrator, I will adjust my schedule to fit his availability.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, June 06, 2017 8:39 AM
To: Wehrum, William L.
Subject: Meeting with Administrator Pruitt

Good morning Mr. Wehrum,

Ryan let me know that we are looking to hopefully capture another hour of your time this month for you to talk with the Administrator. Do you have much availability the week of June 19?

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

To: Holmstead, Jeff[jeff.holmstead@bracewell.com]
Cc: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Fri 6/2/2017 3:58:07 PM
Subject: RE: Meeting with Administrator Scott Pruitt

Perfect! Thank you SO much for your flexibility!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]
Sent: Friday, June 2, 2017 11:56 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting with Administrator Scott Pruitt

If 1:00 is still available, let's do that. I was able to switch my meeting to the morning and I hate to switch it back.

I will look forward to meeting you on Monday!

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Friday, June 2, 2017 11:48 AM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting with Administrator Scott Pruitt

We might be able to do Monday morning now if that is helpful?

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Hupp, Sydney
Sent: Thursday, June 1, 2017 7:54 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

Thank you!

Sent from my iPhone

On Jun 1, 2017, at 7:23 PM, Holmstead, Jeff <jeff.holmstead@bracewell.com> wrote:

I will be in town on Monday but will need to see if I can reschedule another meeting. I will get back to you in the morning.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Thursday, June 1, 2017 7:14 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

Well, it's me again. How would 1PM on Monday work for you? I am so so so sorry.

Sent from my iPhone

On Jun 1, 2017, at 12:22 PM, Holmstead, Jeff <jeff.holmstead@bracewell.com> wrote:

I do follow the news, so I thought that the Administrator might be busy this afternoon. Tomorrow at 11:45 works for me.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Thursday, June 1, 2017 8:58 AM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

Perhaps at 11:45 on Friday?

Sent from my iPhone

On May 31, 2017, at 3:25 PM, Holmstead, Jeff <jeff.holmstead@bracewell.com> wrote:

No problem. I certainly understand. 2:00 tomorrow is great. I'll look forward to meeting you then.

From: Hupp, Sydney <hupp.sydney@epa.gov>
Sent: Wednesday, May 31, 2017 2:57 PM
To: Woodward, Cheryl; Holmstead, Jeff
Subject: RE: Meeting with Administrator Scott Pruitt

Jeff, I have to do it one more time. How about 2PM tomorrow instead of 1:30? So sorry.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Woodward, Cheryl

Sent: Tuesday, May 30, 2017 3:28 PM

To: Hupp, Sydney <hupp.sydney@epa.gov>; Holmstead, Jeff
<jeff.holmstead@bracewell.com>

Subject: RE: Meeting with Administrator Scott Pruitt

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, June 1st at 1:30 pm. The instructions/directions to EPA is below and if you have any questions please contact me. Look forward to seeing you all.

Directions: If you come by Metro, the Federal Triangle metro stop is directly below the building entrances. You would leave the metro station and go up all three sets of escalators from the train otherwise two escalators then do a small U-Turn to the left heading toward 12th street, the South Lobby entrance is directly and immediately to your right (Glass Doors -EPA Signified on Glass).

EPA address is 1200 Pennsylvania Avenue, NW. If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, **which is between Pennsylvania and Constitution Avenue**. It is almost exactly half way between the two avenues on with Federal Triangle Metro sign and Trump Hotel Towers side entrance can be used as a landmark. From 12th Street, facing the building with the EPA and American flags, walk toward the building (under the flags) and take the glass door on your left hand side with the escalators going down to the metro on your left. This again will be the **South Lobby of the William Jefferson Clinton building**.

Once inside the building, security will prompt you to scan all items such as bags,

coats etc., and then let the guards know that you were instructed to call Cheryl Woodward at 564-1274 or Michelle Hale at 564-1430 to escort you to the meeting with the Administrator. Security will make temporary cards for everyone. Allow for 15 minutes to get through the process.

From: Hupp, Sydney
Sent: Tuesday, May 30, 2017 2:45 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting with Administrator Scott Pruitt

Great. Thank you so much! Looping in Cheryl to provide directions for the day of.

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]
Sent: Tuesday, May 30, 2017 2:30 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Scott Pruitt

That would actually be better for me. I will arrive by 1:15 to be sure I can get to your office by 1:30 on Thursday.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, May 30, 2017 1:46 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Subject: RE: Meeting with Administrator Scott Pruitt

Reaching back out with another request to change. Could we perhaps do Thursday instead now at 1:30PM? So sorry.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]
Sent: Thursday, May 25, 2017 10:28 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

Great. I will plan to get there by 11:30 to be sure I can get through security and up to your office before 11:45

Sent from my iPhone

On May 25, 2017, at 10:26 AM, Hupp, Sydney <hupp.sydney@epa.gov> wrote:

My apologies, I mean next Friday.

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]

Sent: Thursday, May 25, 2017 10:24 AM

To: Hupp, Sydney <hupp.sydney@epa.gov>

Subject: Re: Meeting with Administrator Scott Pruitt

Do you mean tomorrow or the following Friday, June 1st?

I could do either one but want to be sure I have the right day on my calendar.

Sent from my iPhone

On May 25, 2017, at 9:37 AM, Hupp, Sydney <hupp.sydney@epa.gov> wrote:

Thank you! Could we do 11:45 on Friday?

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]

Sent: Thursday, May 25, 2017 8:44 AM

To: Hupp, Sydney <hupp.sydney@epa.gov>

Subject: Re: Meeting with Administrator Scott Pruitt

I just left you a voice message but then thought that email might be easier for you. Here are the time slots that would work for me next week:

Tues (the 30th) Before 12:00 or after 2:00

Wed After 3:30

Thurs Before 10:00 or after 11:00

Friday Any time after 10:00

I could also do it any time tomorrow

JEFF HOLMSTEAD

Partner

jeff.holmstead@bracewell.com

T: +1.202.828.5852 | F: +1.800.404.3970

BRACEWELL LLP

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From: Hupp, Sydney <hupp.sydney@epa.gov>

Sent: Wednesday, May 24, 2017 4:48 PM

To: Holmstead, Jeff

Subject: Meeting with Administrator Scott Pruitt

Good afternoon Mr. Holmstead,

I am reaching out from Administrator Pruitt's office to hopefully set up a meeting with you next week. I know you have a pretty full schedule so it might be a bit easier for us to find some time over the phone? Feel free to give me a call if you agree or if you know you have some open pockets of time please send my way and we can work to find one that fits.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

To: Holmstead, Jeff[jeff.holmstead@bracewell.com]
Cc: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Fri 6/2/2017 3:48:00 PM
Subject: RE: Meeting with Administrator Scott Pruitt

We might be able to do Monday morning now if that is helpful?

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Hupp, Sydney
Sent: Thursday, June 1, 2017 7:54 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

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Sent from my iPhone

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Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

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Sent from my iPhone

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To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

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Sent from my iPhone

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From: Hupp, Sydney <hupp.sydney@epa.gov>
Sent: Wednesday, May 31, 2017 2:57 PM
To: Woodward, Cheryl; Holmstead, Jeff
Subject: RE: Meeting with Administrator Scott Pruitt

Jeff, I have to do it one more time. How about 2PM tomorrow instead of 1:30? So sorry.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Woodward, Cheryl

Sent: Tuesday, May 30, 2017 3:28 PM

To: Hupp, Sydney <hupp.sydney@epa.gov>; Holmstead, Jeff
<jeff.holmstead@bracewell.com>

Subject: RE: Meeting with Administrator Scott Pruitt

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, June 1st at 1:30 pm. The instructions/directions to EPA is below and if you have any questions please contact me. Look forward to seeing you all.

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Sydney Hupp

Executive Scheduler

Office of the Administrator

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JEFF HOLMSTEAD

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Sent: Thur 6/1/2017 11:53:55 PM
Subject: Re: Meeting with Administrator Scott Pruitt

Thank you!

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On Jun 1, 2017, at 7:23 PM, Holmstead, Jeff <jeff.holmstead@bracewell.com> wrote:

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To: Wehrum, William L.[wwehrum@hunton.com]
Cc: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Tue 6/6/2017 3:04:06 PM
Subject: RE: Meeting with Administrator Pruitt

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From: Wehrum, William L. [mailto:wwehrum@hunton.com]
Sent: Tuesday, June 6, 2017 10:14 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

That time works well. Thanks.

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Tuesday, June 06, 2017 9:10 AM
To: Wehrum, William L.
Subject: RE: Meeting with Administrator Pruitt

How about Monday, the 19th, at 9:45AM?

Sydney Hupp

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Office of the Administrator

202.816.1659 (c)

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Sent: Tuesday, June 6, 2017 8:57 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hi Sydney. I am available any time Monday and Wednesday. I also am available Thursday morning. If those times are not convenient for the Administrator, I will adjust my schedule to fit his availability.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, June 06, 2017 8:39 AM
To: Wehrum, William L.
Subject: Meeting with Administrator Pruitt

Good morning Mr. Wehrum,

Ryan let me know that we are looking to hopefully capture another hour of your time this month for you to talk with the Administrator. Do you have much availability the week of June 19?

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Office of the Administrator

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From: Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]
Sent: Thursday, May 25, 2017 10:24 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

Do you mean tomorrow or the following Friday, June 1st?

I could do either one but want to be sure I have the right day on my calendar.

Sent from my iPhone

On May 25, 2017, at 9:37 AM, Hupp, Sydney <hupp.sydney@epa.gov> wrote:

Thank you! Could we do 11:45 on Friday?

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]
Sent: Thursday, May 25, 2017 8:44 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: Re: Meeting with Administrator Scott Pruitt

I just left you a voice message but then thought that email might be easier for you. Here are the time slots that would work for me next week:

Tues (the 30th) Before 12:00 or after 2:00

Wed After 3:30

Thurs Before 10:00 or after 11:00

Friday Any time after 10:00

I could also do it any time tomorrow

JEFF HOLMSTEAD

Partner

jeff.holmstead@bracewell.com

T: +1.202.828.5852 | F: +1.800.404.3970

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From: Hupp, Sydney <hupp.sydney@epa.gov>
Sent: Wednesday, May 24, 2017 4:48 PM
To: Holmstead, Jeff
Subject: Meeting with Administrator Scott Pruitt

Good afternoon Mr. Holmstead,

I am reaching out from Administrator Pruitt's office to hopefully set up a meeting with you next week. I know you have a pretty full schedule so it might be a bit easier for us to find some time over the phone? Feel free to give me a call if you agree or if you know you have some open pockets of time please send my way and we can work to find one that fits.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

To: Holmstead, Jeff[jeff.holmstead@bracewell.com]
Cc: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Thur 6/1/2017 12:58:15 PM
Subject: Re: Meeting with Administrator Scott Pruitt

Perhaps at 11:45 on Friday?

Sent from my iPhone

On May 31, 2017, at 3:25 PM, Holmstead, Jeff <jeff.holmstead@bracewell.com> wrote:

No problem. I certainly understand. 2:00 tomorrow is great. I'll look forward to meeting you then.

From: Hupp, Sydney <hupp.sydney@epa.gov>
Sent: Wednesday, May 31, 2017 2:57 PM
To: Woodward, Cheryl; Holmstead, Jeff
Subject: RE: Meeting with Administrator Scott Pruitt

Jeff, I have to do it one more time. How about 2PM tomorrow instead of 1:30? So sorry.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Woodward, Cheryl
Sent: Tuesday, May 30, 2017 3:28 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>; Holmstead, Jeff <jeff.holmstead@bracewell.com>

Subject: RE: Meeting with Administrator Scott Pruitt

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, June 1st at 1:30 pm. The instructions/directions to EPA is below and if you have any questions please contact me. Look forward to seeing you all.

Directions: If you come by Metro, the Federal Triangle metro stop is directly below the building entrances. You would leave the metro station and go up all three sets of escalators from the train otherwise two escalators then do a small U-Turn to the left heading toward 12th street, the South Lobby entrance is directly and immediately to your right (Glass Doors -EPA Signified on Glass).

EPA address is 1200 Pennsylvania Avenue, NW. If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, **which is between Pennsylvania and Constitution Avenue**. It is almost exactly half way between the two avenues on with Federal Triangle Metro sign and Trump Hotel Towers side entrance can be used as a landmark. From 12th Street, facing the building with the EPA and American flags, walk toward the building (under the flags) and take the glass door on your left hand side with the escalators going down to the metro on your left. This again will be the **South Lobby of the William Jefferson Clinton building**.

Once inside the building, security will prompt you to scan all items such as bags, coats etc., and then let the guards know that you were instructed to call Cheryl Woodward at 564-1274 or Michelle Hale at 564-1430 to escort you to the meeting with the Administrator. Security will make temporary cards for everyone. Allow for 15 minutes to get through the process.

From: Hupp, Sydney
Sent: Tuesday, May 30, 2017 2:45 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>

Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting with Administrator Scott Pruitt

Great. Thank you so much! Looping in Cheryl to provide directions for the day of.

Sydney Hupp

Executive Scheduler

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202.816.1659 (c)

From: Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]
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Subject: RE: Meeting with Administrator Scott Pruitt

That would actually be better for me. I will arrive by 1:15 to be sure I can get to your office by 1:30 on Thursday.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, May 30, 2017 1:46 PM
To: Holmstead, Jeff <jeff.holmstead@bracewell.com>
Subject: RE: Meeting with Administrator Scott Pruitt

Reaching back out with another request to change. Could we perhaps do Thursday instead now at 1:30PM? So sorry.

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Sydney Hupp

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Sydney Hupp

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Subject: Meeting with Administrator Scott Pruitt

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Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

To: Wehrum, William L.[wwehrum@hunton.com]
From: Hupp, Sydney
Sent: Tue 6/6/2017 1:10:05 PM
Subject: RE: Meeting with Administrator Pruitt

How about Monday, the 19th, at 9:45AM?

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Wehrum, William L. [mailto:wwehrum@hunton.com]
Sent: Tuesday, June 6, 2017 8:57 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hi Sydney. I am available any time Monday and Wednesday. I also am available Thursday morning. If those times are not convenient for the Administrator, I will adjust my schedule to fit his availability.

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Tuesday, June 06, 2017 8:39 AM
To: Wehrum, William L.
Subject: Meeting with Administrator Pruitt

Good morning Mr. Wehrum,

Ryan let me know that we are looking to hopefully capture another hour of your time this month

for you to talk with the Administrator. Do you have much availability the week of June 19?

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

To: Holmstead, Jeff[jeff.holmstead@bracewell.com]
Cc: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Thur 6/1/2017 1:56:13 AM
Subject: Re: Meeting with Administrator Scott Pruitt

I only thought it would be one more time. Can we perhaps look at Friday again? I am so sorry.

Sent from my iPhone

On May 31, 2017, at 3:25 PM, Holmstead, Jeff <jeff.holmstead@bracewell.com> wrote:

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To: Woodward, Cheryl; Holmstead, Jeff
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202.816.1659 (c)

To: wwhehrum@hunton.com[wwhehrum@hunton.com]
From: Hupp, Sydney
Sent: Tue 6/6/2017 12:39:19 PM
Subject: Meeting with Administrator Pruitt

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